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STATISTICAL REPORT FOR ISB ACTIVITIES

for April 1956

VISUAL AIDS SECTION

1. Received a total of 40 requests for planning and construction of visual aids and graphic materials for training purposes.
2. Planned and completed the artwork and shop work on a total of 210 items, including sketches, graphs, drawings, signs, posters, and display items of which:
  - a. 1 project totaled 40 man hours or more;
  - b. 2 projects totaled 80 man hours or more.
3. Received a total of 5 requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
  - a. Processed and developed a total of 2 still picture requests, consisting of 14 originals totaling 16 prints.
  - b. Processed and developed 120 feet of opthalmograph film (35 mm.)

EDITORIAL AND REPRODUCTION

1. Edited 2 special instructional projects; total pages, 42 (Guide cards).
2. Edited, typed, processed and distributed 17 administrative communications from Office of Director of Training.
3. Processed 44 requests through Printing Services Division/LO.
4. Reproduced internally, 52 requests from offices of OTR; 400 masters and/or stencils.

AUDIO AIDS SECTION

1. Number of requests handled: 104 covering 194 items.
2. Number of films procured: 196.
3. Number of films projected: 129
4. Number of sound recordings made: 305 hours.
5. Number of emergency checks made: 21

LIBRARY SERVICES SECTION

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- a. Book charges: 175
- b. Periodical charges: 348
- c. Vertical file charges: 36
- d. Inter-library loans ordered: 103
- e. Inter-library loans made: 147

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- f. Book orders: 174
- g. Books received: 635
- h. New periodicals received: 9
- i. Classified materials orders: 9
- j. Classified materials received: 7
- k. GUIDE requests processed: 44
- l. Information reports scanned: 4200
- m. Information reports distributed: 338
- n. Documents distributed: 381
- o. Lesson plan accessions: 4

2. Services the sub-library collections in the following volume:

Reference requests: 1  
Research requests: 0  
Book accessions: 7  
Document accessions: 21  
Inter-library loans: 2

Other Collections

Basic School

BOC:   
Clerical Training: 1  
Management Training: 51  
Intelligence School

Reading Improvement: 2  
World Communism: 4

Operations School: 0

Language and External Training School: 396

Assessment and Evaluation Staff: 4

B. Reference, research, and bibliographic functions:

- 1. Processed 13 reference requests.
- 2. Processed 3 research requests, totaling 6 man-hours.
- 3. Conducted research and prepared 7 bibliographies, of which 5 were completed and 2 were annotated, totaling 327 entries and 74 man-hours.
- 4. Published 3 issues of the GUIDE containing a total of 162 annotated items.

C. Translation requests

- 1. Arranged for the translation of 3 documents, in 3 different languages.

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